



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support
Bureau of Welfare Initiatives

**TO: Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWI OPERATIONS MEMO

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Date: 09/29/99

Non W-2 [] W-2 [X] CC []

PRIORITY: High

**FROM: Stephen M. Dow
Program Implementation Team
Policy Analysis and Program Implementation Section**

**SUBJECT: CARES ENHANCEMENTS FOR POSTING AND TRACKING OF W-2
EMPLOYMENT POSITION CLOCK EXTENSIONS**

CROSS REFERENCE: W-2 Manual
BWI OPS Memo 99-49
BWI OPS Memo 99-60

BACKGROUND

This operations memo describes recent CARES changes that expand the logic which supports the posting and tracking of data regarding W-2 employment position time limit extensions information.

These changes include:

1. The generation of 3 new letters (previously manual) for W-2 agency determination of extension requests.
2. Automatic calculation and display of each extension's begin-month and end-month.
3. Automatic end-date of ACWI placements when the corresponding clock expires for that individual.
4. A new edit on ACWI which will prevent placement of an individual in a slot for which that individual has an expired clock.
5. Automatic deletion of unused months in an extension when the end-month has been reached.
6. A complete history of extension information is now viewable on AIWE.


W-2 AGENCY EXTENSION REQUEST LETTERS

BWI Ops memo 99-49 introduced three new letters for manual generation to participants regarding W-2 agency determination of extension requests. These three letters are now fully automated and will be generated from the CARES screen AIWE (Create W-2 Clock Extensions). Additional data entry fields have been added for the tracking of these W-2 agency determinations.

AIWE	CREATE W2 CLOCK EXTENSIONS	09/07/99 11:30
CASE: 7700000270	WORKER: XCTE50	XCT288 E RYAN
LAST UPDATED:	CASE STATUS: OPEN	CASE MODE: ONGOING
NUM: __	NAME:	SSN:
EXT CLK SEQ TYP	EXT REQ DT	EXT REQ RSN
DEL RSN	EXT RSN	EXT PRC DT
EXT BEG MM	EXT END MM	USER ID
UPDATED DT		

PFKEYS: 14=AIWC		
-----INDIVIDUALS-----		
01 JANE S (PP) 02 HEIDI S (DAU)		
NEXT TRAN: ____ PARMS: 7700000270_____		

When completing this screen for extension request data, the worker enters the short list number of the case individual for whom the extension request information is being posted. The specific employment position clock corresponding to the extension request is entered for "Clock Type". The date to be entered in the "EXT REQ DT" field should be the date of the W-2 agency determination regarding the extension request. Valid codes for entry into the "EXT REQ RSN" field are contained in Reference Table TERR as well as the clock type for which each is valid.

 **Note:** Data entry of State extension determination information has not changed and these codes are still entered in the "EXT RSN" field. Workers will find there is an edit which only allows entry (at one time) of **either** an extension request agency determination, **or** the state extension determination information.

State extension determination information which was entered in CARES prior to these changes has been reformatted to the new design.


TERR-EXTENSION REQUEST REASON CODES - W-2 CLOCKS

Rsn Code	Reason Text	Valid For			
		W2T	CSJ	TJB	60Mo
ERA	Extension Request Approved	X	X	X	
LLM	Deny/Local Labor Market Has Jobs	X	X		
NAE	Deny/No Approp Effort To Find Job	X	X		
NPA	Deny/Non-Partic Activity Assign	X			
NSB	Deny/No Significant Barriers	X			
PDE	Participant Declines Extension	X	X	X	
TJA	Deny/Trial Job Available		X		

Based on the extension request reason codes entered in these fields, one of the following three letters will be generated:

APLN This letter will be generated by entry of reason code "ERA". It informs the participant that the W-2 agency has determined s/he qualifies for a W-2 employment position extension and will be seeking state approval. (This was formerly manual letter NAEA).

- APLO This letter will be generated by entry of reason codes "LLM", "NAE", "NPA", "NSB", or "TJA". It informs the participant that the W-2 agency has determined s/he does not qualify for a W-2 employment position extension and will not be seeking state approval. The reason for the denial will appear in the letter as text specific to the particular denial reason code entered. (This was formerly manual letter NAED.)
- APLP This letter will be generated by entry of reason code "PDE". It informs the participant that, although s/he may potentially qualify for an extension, the W-2 agency will not be seeking state approval because the participant does not want an extension. (This was formerly manual letter NAER.)

 **Note:** If 2 or more separate extension request actions are entered on AIWE in the same day a letter will be triggered for each of the actions. Workers will need to *Tran* to CNIN with a *Parm* of case# and suppress all but the last of the extension request letters **on the same day they are triggered on AIWE**, or all will be sent to the participant.

CHANGES TO AIWC

Whenever extension request information is entered, AIWC (Wisconsin Works Clocks) will display the extension request information as an update to the most recent historical row (tick) for the same employment clock type. The date the extension request information was entered will appear as "Updated Date" and the CARES logon ID of the worker entering the extension request will appear as "Worker ID".

Whenever state extension determination information is entered, AIWC will not only display this information in the same manner as described in the previous paragraph for extension requests, but CARES will also calculate and display the months in which the extension is anticipated to begin and end. These dates can be viewed under "EXT BEG MTH" and "EXT END MTH".

AIWC	WISCONSIN WORKS(W2) CLOCKS		09/07/99 11:29																																																													
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LAST UPDATED: 06 30 99	CASE STATUS: OPEN		CASE MODE: ONGOING																																																													
PIN: 7100377331 NAME: JANE SMITH																																																																
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Example: Worker XCT288 posted the W-2 agency determination of the extension request on 5/9/99 with the Extension Request Reason code "ERA" Extension Request Approval. This displays on the most recent tick for the same clock type (CSJ) which was the 4/99 tick. As per DES policy (BWI Ops Memo 99-49) this was entered within 2 business days of the worker receiving the 20-month alert for this participant (the alert was generated on the first Friday following the clock cycle so the worker received the 20-month alert on 5/7/99). The worker completed and submitted form DES-11282 (24-Month W-2 Employment Position Extension Request) to the Division of Economic Support. Within 30 days of submitting this request, the State approval was received. The two month extension was requested and approved based on Local Labor Market Conditions. The worker entered Extension Reason LM2 on AIWE 6/6/99. The complete extension information now displays on the most recent tick for CSJ. CARES has calculated the start month of the extension (the month when the extension will begin to tick) as 9/99. Because it is a two month extension, the end month is calculated as 10/99.

EXPIRED CLOCKS (AIWC) AND W-2 PLACEMENTS (ACWI) [Including posting subsequent extensions.]

The default MAX (maximum months) on AIWC for all employment position clock types (W-2T, CSJ or TJB) is 24 months. Entry of extensions raises the MAX number on AIWC, and the monthly clock cycle increments the UD (used months) number. Any W-2 employment position clock which has the UD number equal to the MAX number for that individual is considered to be expired. Once a participant has an expired employment position clock they are no longer eligible to be placed in that same employment position type. When a clock cycle tick causes a clock to expire (e.g., the UD number is now equal to the MAX number for that employment position clock) this same cycle will automatically end-date the placement on ACWI if the participant is still placed in this same employment position type and the worker has not yet end-dated it. The system entered end-date will be the last day of that calendar month. An edit on ACWI will prevent further placement of this individual in this same placement type on any date after the last day of the calendar month in which the corresponding clock expired.

In order to enter an extension for a clock which has expired (e.g., a subsequent extension on the same clock type) the worker must:

1. First enter the extension information on AIWE (this will raise the MAX for that clock and allow placement on ACWI).
2. PF16 on ACWI to create a new sequence (The placement has been end-dated).
3. If this is in the month immediately following the expiration of the clock (e.g., there has been no interruption in the individual's participation), enter a begin date for the placement of the first of the next calendar month. This will prevent an interruption of payments.
4. If this is more than a month after the expiration of the clock (e.g., there has been a lapse in participation such as the participant moving to a new county), enter the begin date of the placement as appropriate.

Example #1: A W-2 participant has been granted a 3 month extension of the W2T position in which he is participating. Entering the extension raises the MAX for his W-2T clock to 27. At the end of this extension, an additional 3 month extension has been approved by DES. To prevent overlap of Extension months, CARES will not allow the entry of this subsequent extension until the first one is complete (i.e., UD equal to MAX). The first extension for this participant will end on the last calendar day of September when the clock cycle ticks UD to be 27 (equal to MAX). In order for the worker to enter the subsequent 3 month extension he must wait until October begins and enter the new 3 month extension on AIWE. The worker can then *Tran* to ACWI and PF16 to create a new sequence. The start date for this W2T placement should be entered as October 1 since this individual has continued in his position.

Example #2: A W-2 participant has used all 24 months on her CSJ placement clock and her request for an extension has not been approved because the Local Labor Market has been determined to have ample employment opportunity. She is placed in CMS and obtains employment. Six months later she moves to another part of the State where employment opportunities are not as available. She applies at the W-2 agency in the new county and requests a CSJ placement. Based on her circumstances the W-2 agency approves her request and an extension is approved by DES. The worker must first enter the extension information on AIWE for CSJ. The start date for this CSJ placement should be entered to correspond with her begin date of participation (as with any new applicant).

CHANGES TO DELETION OF EXTENSIONS ON AIWC

There are now two separate codes for deletion of extensions on AIWC, depending upon whether the deletion is being performed before an extension begins to tick or after. If an extension has been entered in error (e.g., wrong case, PIN, or extension reason code), or if an extension which has been granted is terminated, what remains unticked of the extension can be deleted on AIWC by using the following deletion codes:

- AE** This deletion code is only valid on AIWC prior to the extension beginning to tick. When this deletion code is entered the number of months contained in the extension reason (e.g. LM2 contains 2 extension months) will be deleted from the MAX for that same clock type.
- DE** This deletion code is used to delete unused extension months after the extension has begun to tick. When this deletion code is entered the number of months not yet used in the extension will be deleted from the MAX for that same clock type. Use of this code will cause MAX to equal UD (see "Expired Clocks" above).

VIEWING EXTENSION INFORMATION HISTORY

A history of all extension related information for an individual can be viewed by *Tran* to AIWE with *Parm* of "case#/future date". Every extension related entry is displayed.

AIWE		CREATE W2 CLOCK EXTENSIONS				09/07/99 11:30			
CASE: 7700000270		WORKER: XCTE50				XCT288 E RYAN			
LAST UPDATED:		CASE STATUS: OPEN				CASE MODE: ONGOING			
NUM: 01		NAME: JANE SMITH				SSN: 210987654			

EXT SEQ	CLK TYP	EXT REQ DT	EXT REQ RSN	DEL RSN	EXT RSN	EXT PRC DT	EXT BEG MM	EXT END MM	USER ID	UPDATED DT
02	CSJ	___	___		LM2	06 06 99	199909	199910	XCT288	06 06 99
01	CSJ	___	___	AE	LM1	06 06 99	199909	199909	XCT288	06 06 99
01	CSJ	05 09 1999	ERA						XCT288	05 01 99

PFKEYS: 14=AIWC

-----INDIVIDUALS-----

01 JANE S (PP) 02 HEIDI S (DAU)

NEXT TRAN: _____ PARMS: 7700000270/120100_____

Example: Worker XCT288 entered the W-2 agency determination to request extension approval of the state on 5/9/99. When state approval information was entered it shows that the worker first inadvertently entered LM1 instead of LM2. S/he then AE deleted the incorrect entry and entered the correct one.